

# Information and Instructions for the Fundamentals of Engineering (FE) Exam Application [www.bels.alabama.gov](http://www.bels.alabama.gov)

## APPLICATION FORM

The application **must be typed** and all questions must be answered. The application form must have an original signature and notarized when submitted. E-mail, copies and faxed applications will not be accepted. The application can be completed and printed from the website.

**First time applicants submit** - The application with all questions answered and \$85 application and exam fee

**Re-exam applicants submit** - The application with only questions 1-12 and 15 completed and the \$140 re-exam fee

## EXAM PROCESS

There are 2 steps in the exam registration process.

**Step 1** - Submit your application and exam fee to the Board office by the deadline date.

Your name will be provided to NCEES and you will be notified by email that you can continue with the exam registration process.

**VERY IMPORTANT:** Your exam confirmation and instructions to proceed to Step 2 will be sent by email. To insure that you receive e-mail from the Board, add [candy.moore@bels.alabama.gov](mailto:candy.moore@bels.alabama.gov) to your address book. If your email provider allows, you should also make [bels.alabama.gov](http://bels.alabama.gov) a safe domain for receipt of e-mails.

**Step 2** - You will then go to NCEES' website - <http://www.ncees.org> under the Exam Registration link then under the Alabama link and follow the steps to create an account for exam registration and reserve your seat. No additional fee is required.

**If you do not complete this final step of the exam registration process, you will not be able to sit for the exam even though you have paid the fee. The exam fee is non-refundable and cannot be rolled to another exam.**

## DEADLINES

**Application and fee must be received in the Board office no later than January 15 for the April exam and no later than July 1 for the October exam.**

Exams are given twice yearly, in April and October. See Dates and Deadlines on our website for current exam dates.

We experience a great deal of delays in mail being received by this office; therefore we would caution you that you should allow sufficient time for your application to reach us. **This office cannot be responsible for delays in the receipt of applications caused by the mail service. Applications received after the filing deadline will be processed for the next scheduled exam.**

Questions 1-4, 6-12 & 14 should be self explanatory

**Question 5 - Exam center locations:** Auburn, Birmingham, Huntsville, Mobile and Tuscaloosa

**Question 13:**

**Section 34-11-4(2)a**

Graduate from a four year engineering curriculum accredited by (EAC/ABET).

**Requirements after passing the exam for certification as an Engineer Intern:** Requires transcript sent directly from school to the Board Office.

### Section 34-11-4(2)b.1

Graduate from an unapproved four year engineering curriculum from an institution which is regionally accredited or a four year engineering graduate from a foreign university.

**Requirements after passing the exam for certification as an Engineer Intern:** Requires transcript sent directly from school to the Board Office or evaluation of your transcript from the board approved agency (see below) if your degree is from a foreign country **plus** two years of progressive engineering experience that is acceptable to the Board.

**Question 15:** A notary is a public officer who attests or certifies writings to make them authentic and takes affidavits, depositions, and protests of negotiable paper. A notary can be found at most banks, companies, and universities.

## GRADUATES OF FOREIGN UNIVERSITIES

If you attended and graduated with a BS degree from a foreign university regardless of additional degrees received, you will be required to have your transcript evaluated by CPEES. We would accept evaluations that were performed prior to 7/1/09 by AACRAO or Josef Silny. You may contact CPEES at [www.cpees.org](http://www.cpees.org). They will provide you with the information and instructions necessary for the evaluation of your transcript. We require the course by course evaluation. **There is no waiver to this requirement.**

## FEE

**First time applicants** - \$85 application and exam fee

**Re-exam applicants** - \$140 exam fee

**Your check or money order should be made payable to the "PE & LS Fund."** Cash and credit cards are not acceptable.

Should you fail to appear for the exam or fail to pass the exam, you will be required to refile the application with only certain questions completed and pay the exam fee in order to be admitted to another exam.

**Please note: All fees are non-refundable and non-transferable**

## WHERE TO MAIL THE APPLICATION

The typed application form, completed in its entirety, should be mailed with the appropriate fee to:

*Alabama State Board of Licensure for  
Professional Engineers and Land Surveyors  
P.O. Box 304451  
Montgomery, Alabama 36130-4451*

**Street address: (FedEx or UPS Address Only)** The RSA Union, 100 N Union Street, Suite 382, Montgomery, AL 36104-3702

## QUESTIONS

If you have any questions concerning the FE application, you can contact Candy at (334) 242-5085 or [candy.moore@bels.alabama.gov](mailto:candy.moore@bels.alabama.gov)

# FAQ's

## **General**

### **Who do I make my check payable to?**

PE & LS Fund.

### **Do you accept credit cards?**

No.

### **Does my FE application have to be typed?**

Yes. There are no exceptions. You can type in the PDF file on the website and then print the application or you may print the form out and type on a typewriter.

### **What if my application is received after the deadline?**

Your application will be returned. **There are no exceptions per the Board members.**

### **How can I find out if you received my exam fee?**

You can check the website under [Forms & Status](#) then under FE Application Status then down towards the bottom of the page and click on the FE exam link.

### **What address do I send my application to?**

It depends on how you are sending it. First class mail - use the PO Box address. Overnight mail - use the street address.

### **Can the FE application form be faxed or e-mailed?**

No. We must have the form with the original signature and the check.

### **I live outside the United States. Will I be able to apply in Alabama for the exam?**

Yes if you meet Alabama's education requirements and you have a United States Social Security Number. There is no waiver to these requirements.

### **Can the FE exam be waived?**

No. Our law has no provisions to waive the exam regardless of degrees received or experience.

## **Exam**

### **After I pay the exam fee, is there anything else I have to do?**

Yes. There is now a 2 step process for exam registration. After you submit your application and exam fee, you will be notified that we received your fee and you would then need to go to NCEES' website and continue with the exam registration process to reserve your seat and location.

### **How many times can I take the exam?**

Your application is approved for 4 failures or 5 years whichever occurs first.

### **What happens after I fail the exam 4 times or my five years is up?**

You will be notified that your application is closed and you will be required to file another application and meet the requirements at the time of reapplication.

### **Does me not showing up at the exam count as one of my 4 times?**

No. Only if you show up and fail.

### **Will I be allowed to take the exam if I have been charged or found guilty of a crime?**

You would be required to file documentation concerning the matter. You would only be allowed to take the FE exam. If you have lost your civil rights, you would not be certified or allowed to take the PE exam until your civil rights have been restored.

### **Do I have to be a resident of Alabama to take an exam?**

No but if you make application in Alabama, you will be required to come to Alabama to take the exam.

### **What can I bring into the exam?**

Since ELSSES administers the exam for us, you need to contact [NCEES](#) at (877) 536-7729 or [www.NCEES.org](http://www.NCEES.org) under Exam

Registration.

**I've paid for the exam and can't attend the exam. Can my exam fee be refunded or applied to another exam?**

No. No exceptions. Our law does not provide for either.

**I failed the exam. Can I have my exam regraded?**

Yes. NCEES charges \$75 to regrade an exam. The request and \$75 check made payable to NCEES must be sent to the Board office within 30 days of your exam results. NCEES will be forwarded your request and fee. They will then take the scoring template and place it over your answer sheet to ensure the computer scored your exam correctly. There has never been a change in exam scores based on this regrade method.

**I failed the exam. Why can't I review my exam?**

NCEES reserves the right to repeat questions, and the integrity of the questions is compromised by overexposure. If some examinees are allowed to review questions, it may give them an unfair advantage over other examinees. NCEES has provided a diagnostic report that should help you determine the area you need to improve.

**How does NCEES score the exams?**

Go to NCEES' website - [www.ncees.org](http://www.ncees.org) under Exam Scoring to answer all questions concerning scoring of the exam.

**Can I find out my score?**

No. We only release the results as pass or fail. If you fail, you will receive a diagnostic report to help you determine where you need to improve.

**What is the difference between the FE (Fundamentals of Engineering) and the EIT (Engineer in Training) exams?**

None. It is simply a new name for the same exam.

**When are admission cards mailed?**

After you have completed Step 2 of the exam registration process, NCEES will notify you by email approximately 21 days prior to the exam that you can download your admission notice from their website.

**Where can I find study material?**

[NCEES](http://www.ncees.org) has study material for the FE exam on their website - [www.ncees.org](http://www.ncees.org).

**When will I receive my exam results?**

If you took the exam in April, approximately June 15. If you took the exam in October, approximately December 15.

**What is covered on the exams?**

[NCEES](http://www.ncees.org) has available on their website all the exam content information for the FE exam.

**Can my exam be proctored?**

No. If you made application in Alabama but lived in another state when you made application or if you lived here in Alabama and moved away, we would not allow the exam to be proctored.

## **Education**

**Are correspondence classes/distance learning degrees acceptable?**

No.

**Do I have to have a degree?**

Yes or be enrolled in school. You do not have to have graduated when you make application. You will only be certified after you pass and once you graduate you have your transcript sent.

**Does my transcript have to be mailed directly to you from my school?**

Yes. We cannot accept a transcript from the applicant.

**I received my engineering degree outside the United States. Is that acceptable?**

Yes. Your foreign degree will be required to be evaluated by one of the board approved agencies.

**Does my foreign degree have to be evaluated?**

Yes. The Board requires that your education be evaluated through Center for Professional Engineering Education Services (CPEES) regardless of additional degrees received. If you had an evaluation performed by AACRAO or Josef Silny & Associates prior to 7/1/09, those evaluations will be accepted. Please contact CPEES at [www.cpees.org](http://www.cpees.org) to request an education evaluation packet. They will provide you with information and instructions regarding what they need to evaluate your education. We must have a course-by-course evaluation. There is no waiver to this requirement.

**My degree was evaluated by a different agency than one of the board approved agencies. Will you still accept my evaluation?**

No. The board only accepts evaluations performed by CPEES. AACRAO or Josef Silny will be accepted if the evaluation was performed prior to 7/1/09. There is no waiver to the requirement.

**It will take too long or it's been too long since I graduated to have an evaluation performed. Can it be waived since I have a United States MS or PhD in engineering?**

No. There is no waiver capability.

**I have an engineering technology or related science degree. Can I apply for engineering licensure in Alabama?**

Our law changed December 31, 2005. We no longer accept engineering technology or related science degrees unless an ABET accredited MS or PhD in engineering has been received in addition to your BS.

**Are 2 year degrees acceptable?**

No.

**Do you need transcripts from all my schools or just where an engineering degree was earned?**

Just from the school where you received your engineering degree.